

SECRET

| REPORTS INVENTORY | | | | | | CONTROL NO. | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| PREPARE IN DUPLICATE | | | | | | DDP - 136 | |
| 1. TITLE OF REPORT (if a fill-in report include Form No.) | | | | | | 2. TYPE OF REPORT | <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING |
| MINUTES & AGENDAS OF TSD EQUIPMENT SUBCOMMITTEE | | | | | | | |
| 3. FUNCTIONAL AREA | PERSONNEL | LOGISTICS | MEDICAL | TRAINING | SECURITY | FINANCE | <input checked="" type="checkbox"/> ADMIN. GENERAL OTHER (specify) Subcommittee |
| 4. NO. OF COPIES PREPARED | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | | | 6. DISTRIBUTION (No. of components not number of copies) | | | |
| 20 | Weekly | | | 5 | | | |
| 7. FORMAT (memorandum, form computer print-out, etc) | 8. ADP PROCESSING | | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT | | | |
| Narra. & Statis. | YES | IF YES GIVE ADP PROCESSING NO. | | C/TSD | | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) | | | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | | |
| TSD | | | | N/A | | | |
| 12. COST FACTORS | | | | | | | |
| A. MANUAL PREPARATION AND REVIEW COSTS | | | | | | | |
| GRADE | HOURLY RATE | X | HOURS PER REPORT | = | COST PER REPORT | X | TIMES PREPARED = COST PER YEAR |
| | | | | | | | \$8,100.00 |
| B. COSTS OF COMPUTER PRODUCED REPORTS | | | | | | | |
| | | | | | | | |
| TOTAL COSTS PER YEAR | | | | | | \$8,100.00 | |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. | | | | | | | |
| June 1965 to assist management in its property management responsibility for TSD cognizant materiel. | | | | | | | |
| 14. FUTURE GOALS | | | | | | | |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT | | | | | | ESTIMATED SAVINGS | |
| <input checked="" type="checkbox"/> | RETAIN AS IS | | | | | MAN-HOURS | DOLLARS |
| <input type="checkbox"/> | CHANGE | | | | | | |
| <input type="checkbox"/> | DISCONTINUE | | | | | | |
| 16. DATE OF INVENTORY | | 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION | | | | | 18. EXTENSION |
| October 1970 | | Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040071-5 | | | | | |